

Alliance Christian School District enables students to discover their place in God's story through excellent education and discipleship.

Superintendent Job Description

Mission/Preamble

Alliance Christian School District enables students to discover their place in God's story through excellent education and discipleship.

General Description

The Superintendent provides the spiritual, educational, and operational leadership to Alliance Christian School District and serves as the link between the school and the Board of Trustees.

Skills/Qualifications

1. Spiritual Skills and Qualifications

- a. A demonstrated acceptance without reservation of the Christian school's statement of faith.
- b. A strong, clear Christian testimony.
- c. A mature, godly spirit.
- d. A person of faith and prayer.
- e. A broad acceptance of and by the evangelical Christian community.
- f. A strong knowledge and understanding of Scripture.
- g. An active involvement in his or her local church.
- h. A servant leader.

2. Professional Skills and Qualifications

- a. A Master's Degree in education or administration
- b. Currently hold or able to obtain within 1 year an ACSI Head of School or Principal Certification
- c. Be able to articulate a Christian philosophy of education consistent with Scripture.
- d. Prefer having broad experience as a Christian school administrator.
- e. Demonstrate executive and management skills.
- f. Be effective in oral and written communication.
- g. Have a deep understanding and empathy for the Christian school and the Christian school movement.
- h. Proficient in school financial management
- i. Be a team player responsive to the school board and the school staff.
- j. Be willing to subordinate his or her personal agenda for the sake of the Christian school.
- k. Be open to new concepts and technology.



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3. Interpersonal/Relational Skills and Qualifications

- a. Ability to create strong relationships with staff, students, and families
- b. Excellent written and verbal communication skills
- c. Passion for discipling students and helping them find their place in God's story

Roles and Responsibilities

Operational Leadership

Budgeting

- **Responsibility:** In partnership with the Board of Trustees, create and manage the school's yearly operational budget.
- **Measurable Outcome:** The school's annual budget is balanced or shows a surplus at the end of the fiscal year.

Human Resources

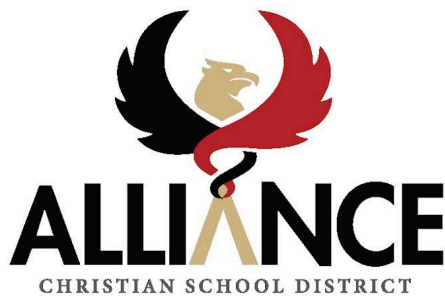
- **Responsibility:** In partnership with the building principals ensure ACSD's employment practices comply with all applicable local, state, and federal laws and overall best practices. Ensures all staff and volunteers have appropriate background checks and child abuse prevention training.
- **Measurable Outcome:** No legal violations or penalties related to employment practices occur during the assessment period.

Strategic Plan

- **Responsibility:** Provide strategic and operational leadership to Alliance Christian School District, overseeing all ACSD operations in a manner that is consistent with the established policies and procedures
- **Measurable Outcome:** Key strategic plan initiatives are successfully implemented within the specified timeline.

Facilities

- **Responsibility:** In partnership with the Facilities Committee, oversee both short-term and long-term facilities management and planning for each campus. Ensure that all facilities are kept clean and presentable.
- **Measurable Outcome:** Facilities are regularly cleaned, inspected, and maintained, creating a safe and conducive learning environment for students and staff. Repairs due to student misconduct are rare.



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Information Technology

- **Responsibility:** Oversee District and Campus IT planning and management, ensuring a reliable technology infrastructure that supports effective teaching and learning.
- **Measurable Outcome:** IT systems are operational and responsive, with minimal disruptions to teaching and learning activities.

Instructional Leadership

Curriculum

- **Responsibility:** Leads curriculum assessment, review, and implementation
- **Measurable Outcome:** Implemented curriculum improvements based on assessment and review findings, leading to increased alignment with academic standards and improved student engagement.

Student Academic Development

- **Responsibility:** Ensure data-driven, best practice assessments are utilized in all classrooms
- **Measurable Outcome:** Student academic performance shows improvement based on standardized assessments and other relevant metrics.

Staff Professional Development

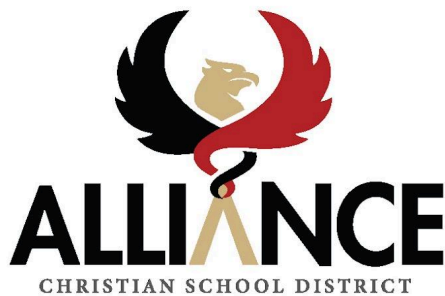
- **Responsibility:** Plans and executes a differentiated professional development plan for all staff
- **Measurable Outcome:** Track staff participation in professional development activities, and feedback surveys show an increase in instructional effectiveness and student engagement.

School Culture

- **Responsibility:** Creates a positive and engaging culture that has structure and mindset that results in a mentoring/discipling environment for all students, as established in our policies and Statement of Faith.
- **Measurable Outcome:** Staff satisfaction surveys indicate high levels of job satisfaction, Family satisfaction surveys indicate high levels of satisfaction, and student surveys indicate a positive experience. Both staff and family retention rates are high.

Resourcing

- **Responsibility:** Equips staff with current best practice tools and strategies for the classroom. Staff are equipped to provide a high quality education in every classroom
- **Measurable Outcome:** Staff demonstrate the implementation of new teaching strategies and tools observed through classroom observations and student feedback.



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Advancement Leadership

Donor Development

- **Responsibility:** Developing and maintaining relationships with donors. Leads development staff in setting goals and evaluating progress.
- **Measurable Outcome:** Donor base is increasing year over year. Goals for fundraising initiatives are met.

Recruitment & Retention

- **Responsibility:** In partnership with building Principals, provides public face for student recruitment, admissions, and retention of both staff and students.
- **Measurable Outcome:** Student & staff retention is at or around 90%.

Marketing & Communication

- **Responsibility:** Oversees communication efforts to all stakeholders, including donors, families, students, staff, volunteers, etc. Ensures all marketing strategies are in alignment with and are driven by the district's strategic plan.
- **Measurable Outcome:** Donors are made aware of appropriate school accomplishments and events. Families and students are communicated with clearly and in a timely manner. Staff and volunteers are aware of their responsibilities and have clear instructions they need to perform their duties effectively as reported in feedback surveys.

Supervisory Roles and Responsibilities

- A. The Superintendent is hired by the school board. The individual hired for this role is the only employee of the board.
- B. The Superintendent hires and terminates all ACSD employees.
 - a. Principals - with input from the Board of Trustees
 - b. Staff - with input from the Building Principals
- C. Ensures all employees are reviewed on a regular basis.
- D. Oversees the implementation of student mentoring and discipline.
- E. Oversee ACSD's accreditation and serves as one of the chief links, along with the Board president, to ACSI.



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Additional Roles and Responsibilities

- A. Ensures that all local, state, and federal laws, as applicable, are abided by
- B. Ensures that policies and procedures support the health and safety of all staff and students

Relationships

- 1. Reports to: Board of Trustees - responsible for keeping board members informed and providing expertise to advise the Board in their work.
- 2. Supervises the building principals

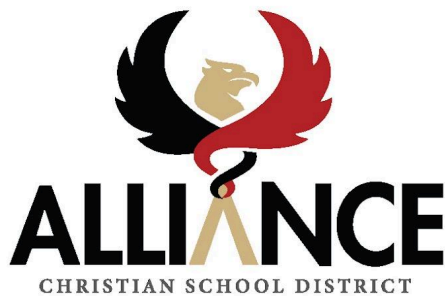
Schedule

- 1. 50 hours a week on average
- 2. 12-month position
- 3. Expected weekly schedule 7:30 AM-4:30 PM, with adjustments based on board commitments and school events during the school year. Summer schedule is 8:30 AM- 3:00 PM.

Statement of Faith

Alliance Christian School District Statement of Faith

- 1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
- 2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
- 3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless human life (Hebrews 4: 15,7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
- 4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in



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the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).

5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).

6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).

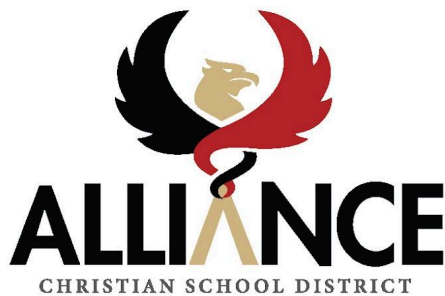
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18, Romans 12:1,2).

8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.

9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

10. We believe in the need to commit to a local assembly of believers. We believe in the need of discipleship and spiritual growth in the context of this local assembly. (2 Peter 3:18, 2 Tim 2:15, Romans 12:1,2, Hebrews 10:25).

Our Statement of Faith is not exhaustive of all of our beliefs, The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. Alliance Christian School District of Trustees holds final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, procedure, and discipline in all school matters.



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Lifestyle Statement

4.1.3 Code of Conduct and Employee Lifestyle Statement

Employee Code of Christian Conduct

To carry out our religious mission, ACSD employs likeminded people who through their speech, conduct, and ministry to students will further ACSD's religious purpose and beliefs.

Our school expects all of its employees and its volunteers to model the same Christian values and lifestyle that it seeks to inculcate in its students. As a Christian ministry, ACSD holds that Scripture is the ultimate authority for standards of behavior for all employees, volunteers, and students.

All employees and volunteers at ACSD must affirm and abide by the following standards of Christian conduct. They must:

1. Be born-again Christians, and commit to following the Lord Jesus Christ.
2. Recognize that every position at ACSD is a ministry and commit to serving faithfully as unto the Lord.
3. Serve as Christian role models to students, families, and colleagues.
4. Faithfully attend and serve in a local church whose fundamental beliefs and doctrines are in a basic agreement with those of the ACSD statement of faith.
5. Accept without reservation the vision, mission, values, and beliefs of ACSD, and commit to upholding and promoting them.
6. Not conduct themselves in any way that may reflect poorly on ACSD, Christian schooling in general, or the Christian faith.
7. Strive at all times to treat others with honor (defined as: treating others as special, doing more than what is expected, and demonstrating a good attitude).
8. Follow the Biblical pattern for conflict resolution, which is based on Matthew 18:15-17 and Matthew 5:23-24, and is fully articulated in the ACSD Employee Handbook.
9. Comply with PA law regarding the reporting of suspected child abuse.
10. Abstain from all intimate sexual conduct outside the marital union of one man and woman.
11. Affirm the belief that marriage is a sacred covenant between one man and one woman before God and agree to be held to the highest standards of marital fidelity.
12. Not engage in any homosexual relationships and/or behavior, nor consider or identify oneself as homosexual, bisexual, or transgendered.
13. Not use or view pornographic, obscene, or vulgar materials or media.
14. Not engage in any form of sexual harassment.



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15. Not use profane or vulgar language in any context, or participate in any sexually-oriented or coarse, obscene joking.
16. Dress and present themselves in all situations in conformance with their biological sex as determined genetically.
17. Use restrooms, locker rooms, and changing facilities conforming with their biological sex as determined genetically.
18. Not lie, cheat, or steal.
19. Honor and submit to all authority over one's position, including supervisors, the ACSD administration team, and the ACSD Board.

All employees are required to sign an affirmation of the Employee Code of Christian Conduct upon hire, and annually thereafter.

Physical Requirements

- The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading.
- Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
- Must be able to lift/move up to 50 pounds on occasion
- Must be able to quickly respond to emergency or critical situations in the building by relocating to the location of the situation